

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Orlando Division**

**VACANCY ANNOUNCEMENT
Part-time Death Penalty Law Clerk**

JSP 11 - 14 - \$27,247 - \$45,890 *
(this salary has been calculated for part-time)

Announcement No. 08-33 Position Closes: Open Until Filled Available: Immediately

REPRESENTATIVE DUTIES

The Pro-Se Staff Attorney provides legal advice and assistance to the Court in connection with prisoner petitions and complaints.

MINIMUM QUALIFICATION REQUIREMENTS

To qualify for the position, one must be a law school graduate at the time of appointment, possess excellent research and writing skills, be willing to work long hours and travel to the prisons when required. Experience regarding prison litigation relating to 42 U.S.C. § 1983 prisoner civil rights cases, prison condition cases, and/or state habeas petitions is preferred. Bar membership, experience on the Editorial Board of Law Review, and/or publication of noteworthy article is also preferred.

INFORMATION FOR APPLICANTS

Employment with the United States District Court offers a generous benefit package, civil law experience at the federal court level and an environment guaranteeing significant responsibility and challenge. This position is funded by the Administrative Office on a fiscal year requirement based upon the Court's workload.

Applicants must submit two (2) copies of their cover letter and current resume with both day and evening phone numbers, salary history, transcript and writing sample to Federal Clerkship, Attn. Orlando Death Penalty Law Clerk Vacancy # 08-33, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210. All resumes will be considered when received. Selected interviews will be scheduled until the position is filled. Facsimiles will NOT be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.